

**Announcement of Recruitment  
for  
TRAINING MANAGER Position  
Peace Corps - Azerbaijan**  
*(Position based in Baku, requires relocation to PST site for 12 weeks)*

**[DOWNLOAD \[ Application Form \(\\*.doc file\)\]](#)**

The Peace Corps is a governmental agency that promotes peace around the world by sharing one of America's greatest resources: Volunteers. The Peace Corps has been operating for fifty years in more than 135 countries; the agency's mission is to promote world peace and friendship, and the goals are: to help the peoples of interested countries and areas in meeting their needs for trained men and women; to help promote a better understanding of the American people on the part of the peoples served; and, to help promote a better understanding of other peoples on the part of the American people.

**Training Manager  
Approximate Start Date: March 24, 2014**

**Position Summary:** The Training Manager provides overall management and supervision to Peace Corps Azerbaijan's training program for trainees and Volunteers. Duties include: leading the design of effective training programs; creating effective learning environments for trainees and Volunteers; planning, directing, supervising and monitoring pre-service training programs and in-service training events; coordinating the integration of training components effectively into training programs; helping to assure the safety and security of trainees and Volunteers at training events; coordinating the activities of training staff members as appropriate; providing feedback to training staff and PCTs/PCVs; and reporting on training programs. During Pre-Service Training The Training Manager will serve as PST Director. Within this role, s/he is expected to relocate his/her worksite to the PST site, which will be located outside of Baku, throughout the entire PST period. The PST Director will be on call "24/7" for trainee emergencies.

**Required Qualifications:** Relevant university degree such as foreign language or adult education; knowledge of progressive teaching methods and experiential learning; experience in designing, facilitating and managing training events; excellent Azeri and English language skills; experience working with international organizations; good computer skills including Word, Excel; ability to work effectively as a member of a team; analytical skills, organizational skills, communication skills, excellent attention to detail; demonstrated flexibility and good interpersonal and intercultural skills.

**Desired Qualifications:** At least 2 years of experience as a team or project leader/supervisor, preferably with an international organization. Minimum 2 years experience as a lead trainer. Prefer candidate with extensive understanding of US cultural values from living in USA.

**Application Process:** You can download application forms from [www.azerweb.com](http://www.azerweb.com), request them by email, or pick up copies from the Peace Corps Office. Qualified persons should submit completed applications to the Peace Corps office: 2c Hasan Aliyev Street, Baku, Azerbaijan, or via email: [AzJobs@az.peacecorps.gov](mailto:AzJobs@az.peacecorps.gov) or Fax: (99412) 596 17 24. Applicants must submit the following: 1) completed application form and 2) CV or Resume. We recommend that you also submit a detailed cover letter including a written description of how you meet the position's qualifications.

**Only short listed candidates will be contacted.  
Application deadline is Wednesday February 5, 2014 at 9:00 am**